| Clause | Remarks/Guidelines |
| --- | --- |
| **GCT 21 Essential submission** |
| Without prejudice to other General Conditions of Tender or Special Conditions of Tender providing for invalidating a tender submitted by a tenderer, the failure of a tenderer to submit with its tender any of the following on or before the original date set for the close of tender or, if this has been extended, the extended date shall render its tender invalid: | Ref: DEVB memo ref. (01YVQ-01-2) in DEVB(W) 546/17/01 dated 3.4.2009 and DEVB memo ref. (03487-01-1) in DEVB(W) 510/83/05 dated 31.12.2019. |
|  (i) | the Form of Tender required under General Conditions of Tender Clause GCT 4(3)(a)(i) | **Note:** The items (i) and (ii) must be listed under this GCT. Please see also the “remark” for SCT. |
|  (ii) | the \**bill of quantities*/\**activity schedule* required under General Conditions of Tender Clause GCT 4(3)(b)(i)(II) | The items from (iii) to (ix) are used only in rare cases. Please refer to the individual SCT Clause for guidance. These items are to be included as essential submissions if required to be submitted by the tenderers. If these are not regarded as essential submissions they should not be required to be submitted.\* Delete as appropriate. |
|  \*(iii) | the programme of works required under Special Conditions of Tender Clause [SCT 1] |
|  \*(iv) | design required for part of the *works* not covered by the *Client’s* design required under Special Conditions of Tender Clause [SCT 3] |
| \*(v) | Temporary Works design required under Special Conditions of Tender Clause [SCT 4] |
|  \*(vi) | Outline Safety Plan required under Special Conditions of Tender Clause [SCT 14] |
| \*(vii) | outline quality system for structural concrete required under Special Conditions of Tender Clause [SCT 6] |  |
| \*(viii) | Subcontractor Management Plan required under General Conditions of Tender Clause GCT 20 |  |
| \*(ix) | Outline Environmental Management Plan required under Special Conditions of Tender Clause [SCT 8] |  |
| \*(x) | where the tenderer is an unincorporated joint venture, nomination of a lead participant required under Special Conditions of Tender Clause [SCT 5]1 | Items (x) and (xi) must be listed for tenders that allow joint ventures to participate. |
| \*(xi) | where the tenderer is a joint venture (whether incorporated or unincorporated), the proposed [^value / ^percentage participation and value] of works to be undertaken by each participant or shareholder in the joint venture in the [^JV Proforma / ^Technical Submission Envelope and JV Proforma in the Tender Price Documents Envelope respectively] as required under Special Conditions of Tender Clause [SCT 5]2  | ^ Select as appropriate:“**value**” and “**JV Proforma**” are for Formula Approach tender evaluation.“**percentage participation and value**” and “**Technical Submission Envelope and JV Proforma in the Tender Price Documents Envelope respectively**” are for Marking Scheme tender evaluation.Note on standard SCT Sub-clauses to be quoted:1 SCT 5(2)(a)2 SCT 5(4)A or 5(4)B |
| \*(xii) | the Pricing Information for Mandatory Pre-bid Arrangement for each item stipulated as subject to Mandatory Pre-bid Arrangement in Part [B] of **Appendix** [*insert reference*] to the *additional conditions of contract* as required under Special Conditions of Tender Clause [SCT 18(3)(a) or SCT 18(10)(a)(ii)] whichever is applicable. | Item (xii) must be listed for contracts adopting Mandatory Pre-bid Arrangement. |